

Jose L. Dotres, Chief Human Capital Officer  
Office of Human Capital Management

**SUBJECT:** INITIAL **READING: PROMULGATE NEW POLICY 1130.02, *SUCCESSION***  
***MANAGEMENT***

**COMMITTEE:** **PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT**

**LINK TO STRATEGIC**

**BLUEPRINT:** **HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF**

At the School Board Meeting of October 11, 2017, the School Board approved revised Agenda Item H-19, proffered by Ms. Maria Teresa Rojas, Board Member, authorizing the Superintendent to provide the Board with an updated Succession Management Plan for Managerial Exempt Personnel (MEP) Pay Grades 22 and above, Principals and Assistant Principals, and to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to establish a board policy for Succession Management for these employees.

School Board Policy 1130, *Assignments*, provides that the School Board shall assign administrative staff and personnel based on the recommendation of the Superintendent "concerning the terms, contract, assignment, transfer, and appointment." Consistent with these policies and in order to ensure the continuity and the seamless transition among our administrative staff in high level leadership positions, the Superintendent and/or his designee shall review the District's Succession Management Plan and transmit any revisions or updates to the Board on an annual basis. Accordingly, new Board Policy 1130.02, *Succession Management*, is proposed to establish guidelines and procedures for the selection and assignment of administrative staff.

Attached is the Notice of Intended Action and the proposed new policy.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to promulgate new Policy 1130.02, *Succession Management*.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to initiate rulemaking proceedings to promulgate new Policy 1130.02, *Succession Management*.

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on May 16, 2018, its intention to promulgate new Policy 1130.02, *Succession Management*, at its regular meeting on June 20, 2018.

PURPOSE AND EFFECT: New policy 1130.02, *Succession Management*, is proposed to establish guidelines and procedures for the selection and assignment of administrative staff.

SUMMARY: New Policy 1130.02, *Succession Management*, is proposed to be adopted to establish guidelines and procedures for the selection and assignment of administrative staff. Board policy currently requires that the School Board assign administrative staff and personnel based on the recommendation of the Superintendent "concerning the terms, contract, assignment, transfer, and appointment." In order to ensure the continuity and the seamless transition among our administrative staff in high level leadership positions, this new policy also mandates that the Superintendent and/or his designee review the District's Succession Management Plan and transmit any revisions or updates to the Board on an annual basis

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41 (1), (2); 1012.22; 1012.23 F.S.

LAWS IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 1001.42(5); 1001.43(11), F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE SCHOOL BOARD MEETING on June 20, 2018, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided in Section 120.54(1), F.S., must do so in writing by June 12, 2018, to the Superintendent, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. Section 286.0105, F.S.

COPIES OF THE PROPOSED NEW POLICY is available at cost to the public for inspection and copying in the Citizen Information Center, Room 102, 1450 N.E. Second Avenue, Miami, Florida 33132.

**NEW POLICY**

**SUCCESSION MANAGEMENT**

The School Board has established guidelines and procedures for the selection and assignment of administrative staff. School Board Policy 1130, *Assignments*, provides that the School Board shall assign administrative staff and personnel based on the recommendation of the Superintendent “concerning the terms, contract, assignment, transfer, and appointment.” Consistent with this policy and in order to ensure the continuity and the seamless transition among our administrative staff in high level leadership positions, the Superintendent and/or his designee shall review the District’s *Succession Management Plan* and transmit any revisions or updates to the Board on an annual basis. In appointing employees and determining the terms of employee contracts based on the recommendations of the Superintendent, the School Board has final authority, but may only reject such recommendations from the Superintendent for good cause.

F.S. 1001.42(5), 1001.43(11)